

POLITICAL APPRAISAL WORK SHEET

The use of the following check list is optional. It is provided here only to guide or assist appraising officers in determining a rating and formulating a comment on a political reporting document.

CHECK OR INDICATE QUALITY
OR EFFECTIVENESS AS GUIDE
FOR FORMULATING COMMENTS:

TIMELINESS
JUDGMENT AND OBJECTIVITY IN
INTERPRETATION, ANALYSIS
JUDGMENT SHOWN IN DEVOTING
TIME TO SUBJECT IN VIEW OF
RELATIVE IMPORTANCE.
COMPLETENESS
COMPLIANCE WITH INSTRUCTIONS
CAREFUL CHECKING ON IMPORTANT
POINTS
ORDERLY AND COHERENT PRESEN-
TATION
CHOICE OF MATERIAL
APPARENT AUTHENTICITY OF
INFORMATION.
ILLUSTRATIVE MATERIAL OR EN-
CLOSURES SUMMARIZED IN KEY
PHRASES IN BODY OF DOCUMENT.
CONCISENESS.
EXPRESSION AND CLARITY
CONSISTENCY OF CONCLUSIONS, AND
RECOMMENDATIONS WITH FACTUAL
MATERIAL
CONTACT WORK
FORESIGHT AND INITIATIVE
USEFULNESS
CURRENT WORK
POTENTIAL REFERENCE.

State Dept. declassification & release instructions on file

DEPARTMENT OF STATE

POLITICAL REPORT APPRAISAL

OFFICE OF FOREIGN SERVICE
DIVISION OF FOREIGN REPORTING SERVICES
(When completed send to OFS/FR)

NO.	DATE	<input type="checkbox"/> DESPATCH	<input type="checkbox"/> REPORT	<input type="checkbox"/> AIRGRAM	<input type="checkbox"/> TELEGRAM
POST		PREPARED BY			
SUBJECT					
RATING RECOMMENDED (check one):					
<input type="checkbox"/> Excellent		<input type="checkbox"/> Good	<input type="checkbox"/> Unsatisfactory		
<input type="checkbox"/> Very Good		<input type="checkbox"/> Fair	<input type="checkbox"/> No Rating		
COMMENT: <p>Comments are of particular assistance to reporting officers in understanding and meeting the needs of this government for information and necessary interpretation. Please comment as fully as possible below. Your comments will be processed and forwarded to the reporting officer. (The reverse of this form provides a work sheet which may be useful in determining a rating and formulating a comment.)</p>					
SECURITY CLASSIFICATION:		NAME OF APPRAISING OFFICER			
Approved For Release 2001/08/26 : CIA-RDP79-01143A000300150013-0					